



Microsoft Teams – Access for persons external to the FDFA.

- Guest Access is only possible via the web app to persons outside the federal government.
- The download and printing of documents is blocked for people outside federal government.
- Alternatively, you can invite FDFA staff members to join a team within your organisation.



1 Registering as a guest

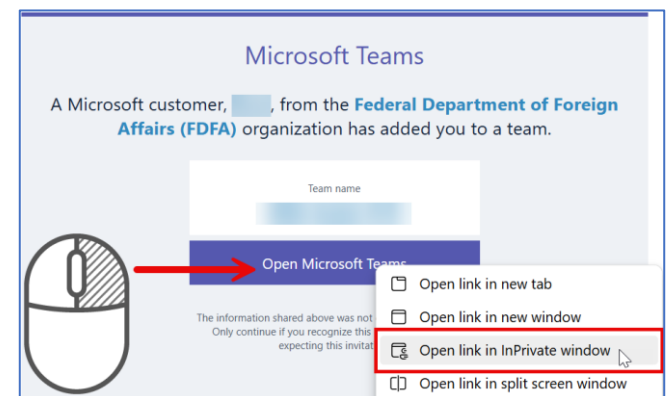
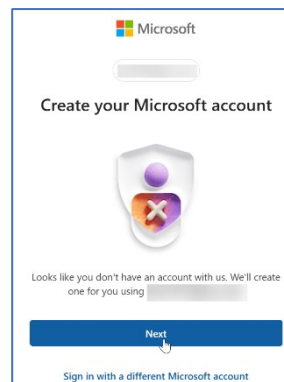
- 1 A person from the FDFA invites you to join a project or working group team.
- 2 You will receive an invitation email from 'Microsoft Teams'. After receiving the email, **you must wait at least 15 minutes before continuing.**

→ You are working with a federal account on a federal administration notebook: You can click **Open in Microsoft Teams** to open the team in the Teams app.



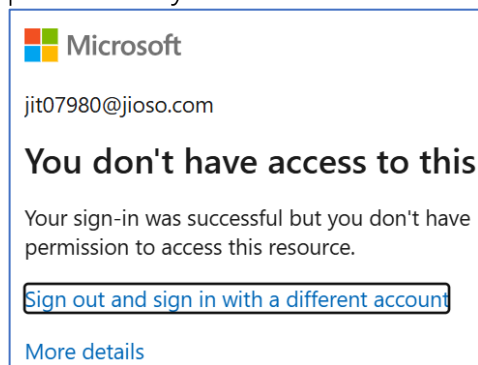
→ You are working with a non-federal device: Right-click on **Open in Microsoft Teams** and select **Open link in InPrivate window**.

→ If you do not have a Microsoft account, you must first create one.



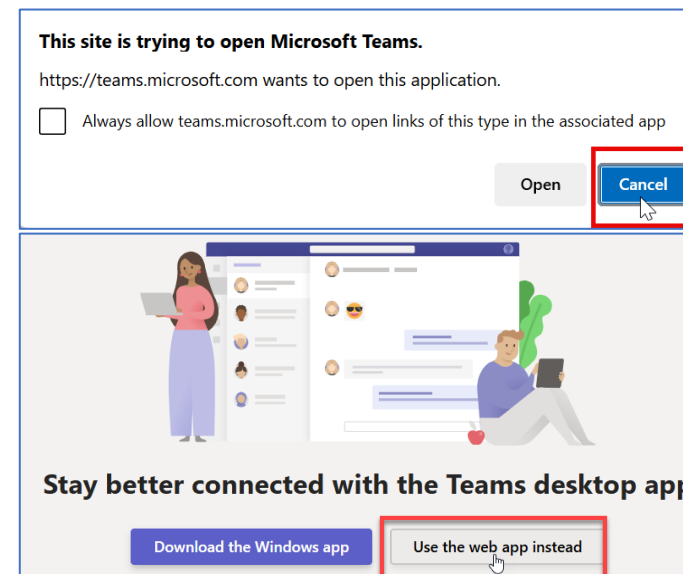
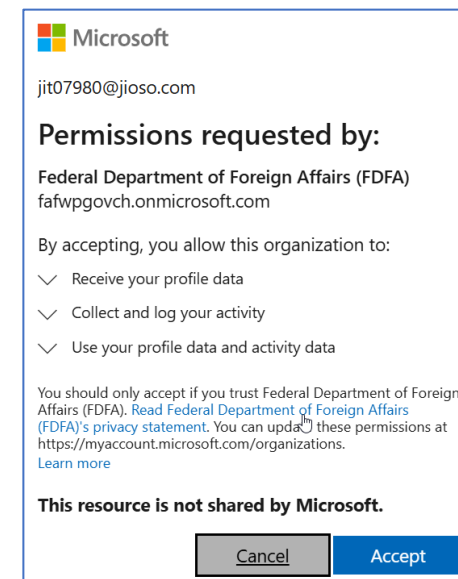
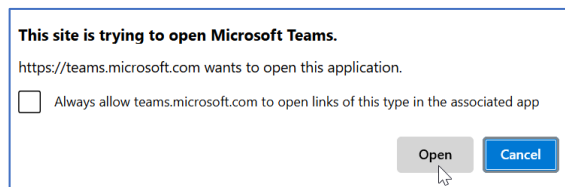
3 Accept the invitation by clicking on **Accept**.

➔ If the error message “You don’t have access” appears, please retry 15-30 minutes later with step 1.



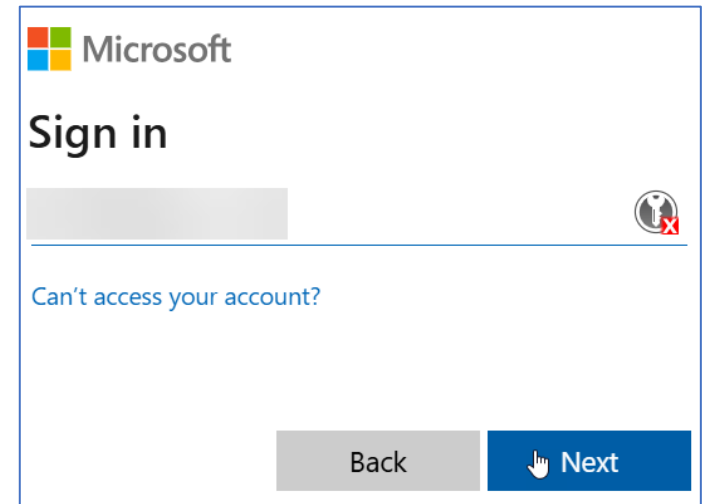
4 Access via the Teams app is blocked for persons outside the federal government. Click on **Cancel** and then on **Use the web app instead**.

➔ If you work for the federal administration, you can click on **Open** when the message ‘This site is trying to open Microsoft Teams’ appears.



5 Log in with your Microsoft account.

6 If the message 'Retrieve code for registration' appears, click on **Send code**.



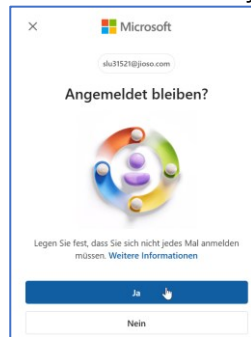
The image shows the Microsoft sign-in interface. At the top is the Microsoft logo. Below it, the text 'Sign in' is displayed. There is a text input field for the email address, which is currently empty. To the right of the input field is a small icon of a person with a red 'X' over it. Below the input field, the text 'Can't access your account?' is visible. At the bottom right, there are two buttons: a grey 'Back' button and a blue 'Next' button with a hand cursor icon over it.



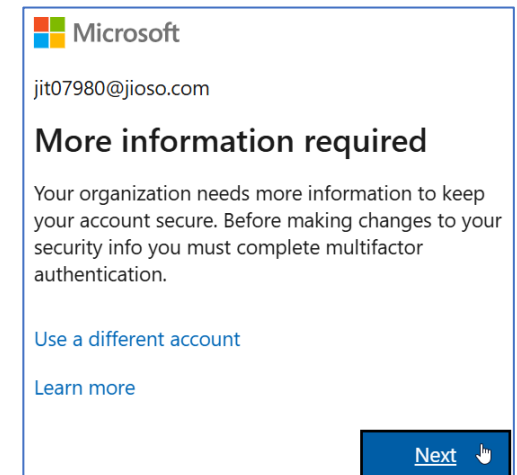
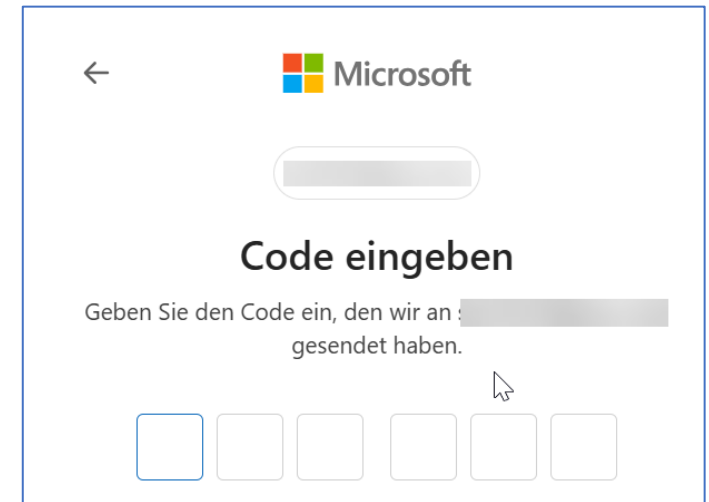
The image shows the Microsoft 'Retrieve code for registration' screen. At the top is the Microsoft logo. Below it, the email address 'slu31521@jjoso.com' is displayed in a rounded rectangle. The main heading is 'Zur Anmeldung Code abrufen'. Below this, the text reads: 'Wir senden einen Code an slu31521@jjoso.com, um Sie anzumelden.' At the bottom, there is a large blue button labeled 'Code senden' with a hand cursor icon over it.

7 You will receive a code by email. Enter this code on the website.

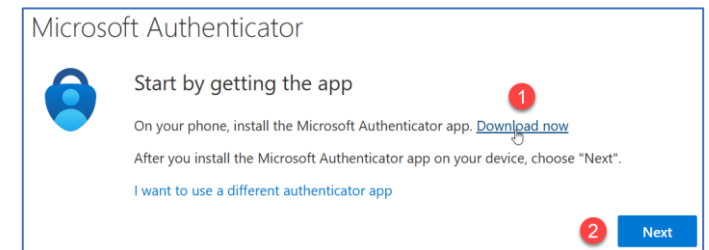
Select whether you want to remain logged in or not.



8 The next step is to set up multi-factor authentication. Click **Continue** under 'More information required'.



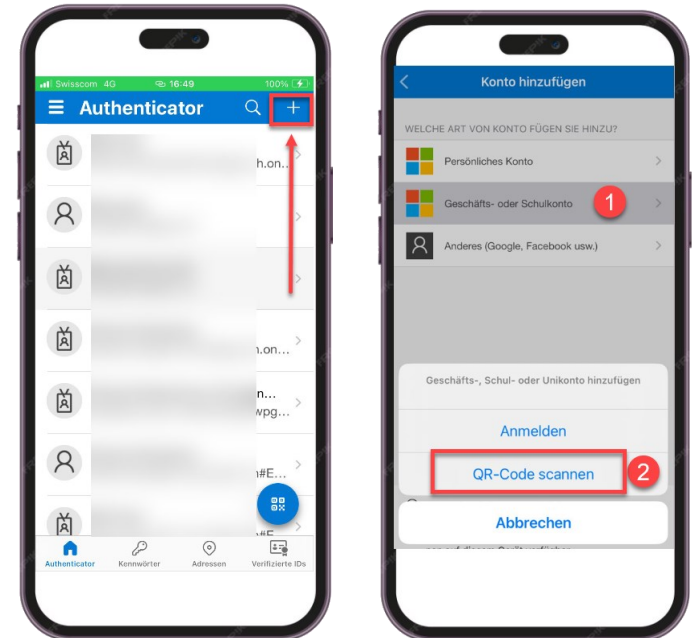
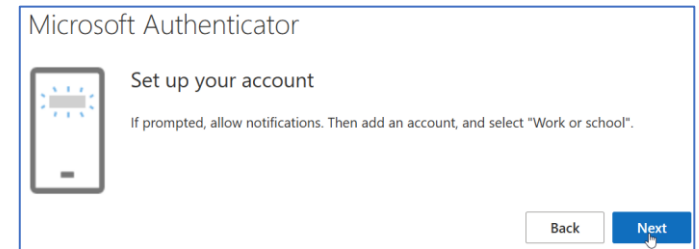
9 Install the Microsoft Authenticator app on your smartphone. Click on 'Next'.



10 Click on 'Next' and open the Microsoft Authenticator app on your smartphone.

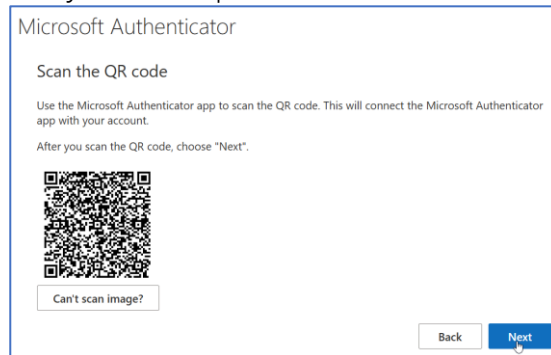
11 Tap the + sign in the Microsoft Authenticator app to add a new account.

12 Select your **work or school email** and tap **Scan QR code**.

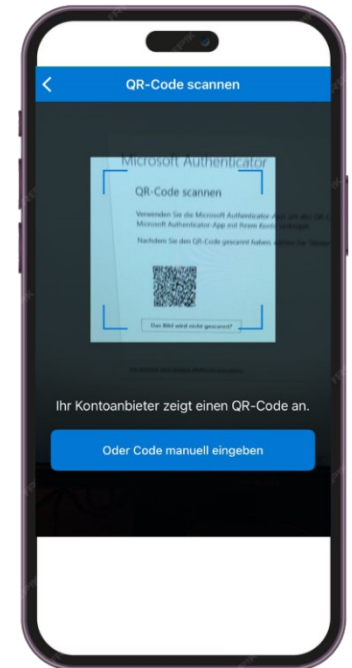
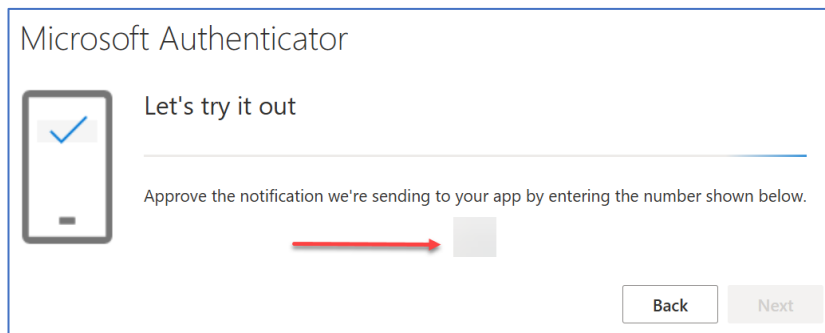


- 13 Use your smartphone to scan the QR code displayed on the computer screen.

On your computer screen, click on **Next**.



- 14 Enter the code displayed on the computer screen in the app and tap **Yes**.



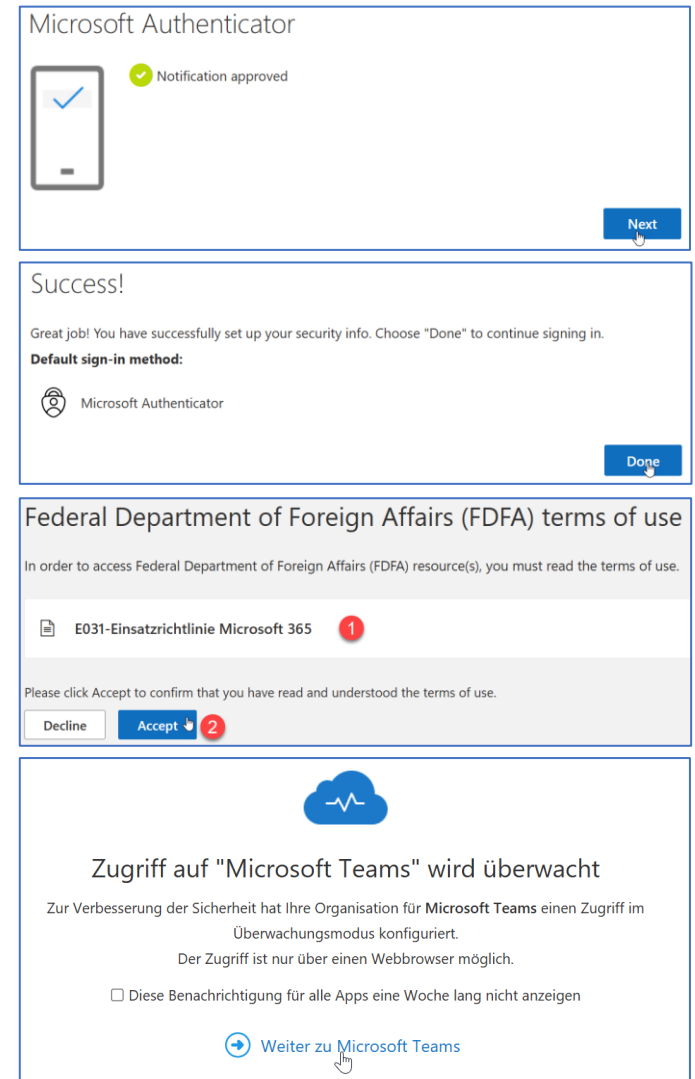
15 Click on 'Next'.

16 Click on Done.

17 Read and confirm the FDFA terms of use.

➔ If the error message 'You do not have the required authorisations...' appears, open the team again via the invitation link in the email (step 1).

18 Click Continue to Microsoft Teams.



The image shows a sequence of four screenshots from a Microsoft Teams setup process:

- Microsoft Authenticator:** A screen showing a smartphone icon with a checkmark and a green checkmark icon with the text "Notification approved". A blue "Next" button is in the bottom right corner.
- Success!** A screen with the text "Great job! You have successfully set up your security info. Choose 'Done' to continue signing in." Below this, it says "Default sign-in method:" and shows a lock icon next to "Microsoft Authenticator". A blue "Done" button is in the bottom right corner.
- Federal Department of Foreign Affairs (FDFA) terms of use:** A screen with the text "In order to access Federal Department of Foreign Affairs (FDFA) resource(s), you must read the terms of use." Below this is a document icon labeled "E031-Einsatzrichtlinie Microsoft 365" with a red circle containing the number "1". At the bottom, there are "Decline" and "Accept" buttons, with the "Accept" button having a red circle containing the number "2".
- Zugriff auf "Microsoft Teams" wird überwacht:** A screen with a blue cloud icon containing a pulse line. The text reads: "Zugriff auf 'Microsoft Teams' wird überwacht", "Zur Verbesserung der Sicherheit hat Ihre Organisation für Microsoft Teams einen Zugriff im Überwachungsmodus konfiguriert.", "Der Zugriff ist nur über einen Webbrowser möglich.", and a checkbox "Diese Benachrichtigung für alle Apps eine Woche lang nicht anzeigen". At the bottom is a blue button with a right arrow and the text "Weiter zu Microsoft Teams".

19 You now have guest access to the team.

- ➔ Access for people outside the federal government is only possible via the web app. Persons outside the federal government may only edit files via a browser. Downloading, printing or opening in desktop applications is blocked. To avoid conflicts with other M365 accounts, we recommend using the browser in incognito/private mode.
- ➔ Federal administration employees can access FDFA teams in the Teams app.

